



DEPARTMENT OF THE ARMY  
HEADQUARTERS, LEADER'S TRAINING COURSE  
UNITED STATES ARMY CADET COMMAND  
BUILDING 1468, 328 THIRD AVENUE  
FORT KNOX, KY 40121-5117

REPLY TO  
ATTENTION OF:

ATOE-ZA

28 March 2006

MEMORANDUM FOR Western Region Commander, Western Region Brigade Commanders,  
Eastern Region Brigade Commanders

SUBJECT: Cadre and Cadet Leader's Training Course (LTC) 2006 Reminders

1. The purpose of this memo is to provide reminders to cadre and Cadets as they prepare to attend LTC this summer.
2. The Leader's Training Course for 2005 was a tremendous success. The high quality of Cadets resulted in the best completion rate in 4 years. Additionally, we had the lowest no-show rate in the past 3 years (less than 1%), as well as the lowest medical disqualification rate in the past 4 years (2.3%).
3. To sustain and improve on last year's successes, here are some reminders to consider as you prepare your cadre and Cadets to attend LTC 06:
  - a. Myers Brigg Type Indicator Survey and the LTC Questionnaire. These two requirements are no longer needed by Cadets coming to LTC.
  - b. CC Cir 145-4, LTC Administrative Guidance for Cadets and Cadre. Use this document to prepare your Cadets and cadre for attending LTC. It can be found on both Cadet Command's Right Site and Eastern Region's Website, under the LTC pull-down menu.
  - c. Passport to Gold. This document is specifically for your Cadets coming to LTC. Provide it to them so they can familiarize themselves about LTC. This document can also be found on both Cadet Command's Right Site and Eastern Region's Website, under the LTC pull-down menu.
  - d. Physical Training/APFT. Start getting your Cadets physically conditioned to attend LTC. Statistically, Cadets arriving at LTC in poor physical shape struggle through the training and can become unmotivated in completing the course; thus, some develop no interest in signing a contract and continuing in the program. Ensure Cadets understand that even though the BPFT standard is the initial entry requirement, they will be expected to meet APFT standards, and Ht/Wt/Body Fat standards under AR 600-9 before contracting.
  - e. Combat Water Survival Training. Identify your weak swimmers and start working with them so they will be successful in completing this event. Last year 92% of the Cadets passed all CWST tasks. Let's have the same success this year.

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f. Land Navigation. We made some improvements to land navigation that significantly increased the Cadets' land navigation abilities, such as the addition of a map reading test, as well as a day of orienteering. Please educate your Cadets on the basics of map reading before they come to LTC.

g. Cadet Records and Packing List. Ensure Cadets report with the items detailed in CC Circular 145-04, Appendices B, C, and D. Appendix D is the only approved packing list your Cadets need to use for coming to LTC. Two broken-in pair of boots, a minimum of 6 pair of black socks, and one set of BDUs (for graduation) are the only military items battalions need to make sure their Cadets bring with them to LTC. All other military clothing and equipment items will be issued to them through CIF at Ft. Knox.

h. E-Tickets: Last year a number of Cadets did not have confirmed E-Tickets; this resulted in some out-of-pocket expenses. E-Ticket validations must be confirmed 24 hours from departure with Carlson-Wagonlit. It is recommended that schools contact Cadets 24 hours prior to traveling to confirm their attendance and ensure that they have the correct airport, flight and time. Cadets must understand what to do should they have a problem at the airport (call school rep and Carlson Wagonlit emergency number).

i. Cadets should arrive on their report date. LTC is prepared to handle Cadets who arrive a day early from locations such as Guam, Puerto Rico and Hawaii. You must notify the LTC S1 if you send Cadets who will arrive prior to the report date to ensure we are prepared to meet them at the airport and have appropriate billeting available.

j. No-shows. If a Cadet is not going to report to LTC for the cycle they're assigned, please update CCIMS and confirm that "Desired Cycle" and "Camp Status" are correct in the CCIMS Training Module. CC Cir 145-04, para 2-15 provides details of how to enroll or drop Cadets from CCIMS. Additionally, ensure that orders are revoked, flight reservations cancelled, and that they are entered into CCIMS with Camp Status of "Not Attending"; change status to "Inactive" when appropriate. Notify the LTC LNO of any changes or corrections ASAP.

k. Glasses: Some Cadets arrived without glasses which has an impact on BRM training. Please ensure that any Cadet requiring glasses brings two pair, as well as a strap to hold them on during training. Cadets arriving without glasses must either purchase them locally, or have a pair sent to them via overnight express.

l. Running Shoes. It's imperative that your Cadets come to LTC with the correct type of tennis shoe. Specifically, they need to have shoes that are designed for running. The designer tennis shoe and the court tennis shoes are a No Go. Please stress and check to make sure your Cadets understand the difference and the importance of having the correct footwear.

m. Medical Operations.

(1) DoDMERB Physicals. Last year, only 58% of Cadets had completed the DoDMERB physical process prior to arriving at LTC. It saves time and money to confirm the Cadets you recruit are, in fact, eligible to contract up front. Use the PMS checklist in CC Cir 145-04,



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Appendix B to screen LTC prospects. If DoDMERB physicals are incomplete, provide as much medical information as possible.

(2) Cadets need to come to LTC medically ready-to-train so they are not impeded at in-processing or unnecessarily sent back home from in-processing for obvious medical DQs which could be screened out. This readiness includes the appropriate medical documentation if they are not DoDMERB qualified. If you have any questions, contact LTC Ryan at 502-624-6855 or [barbara.ryan@usacc.army.mil](mailto:barbara.ryan@usacc.army.mil), or COL Dunn, CC Surgeon.

(3) Pregnant females are ineligible to participate in LTC per the Cadet Command Surgeon's office. Battalion cadre are reminded not to send pregnant Cadets to LTC and are responsible to ask and ensure the Cadet knows they cannot be pregnant and attend LTC.

(4) Medical and Dental Consent for Minors. A consent form must be filled out and signed by the parents or legal guardian of any Cadet under the age of 18. The form can be found in Appendix I, CC Cir 145-4. If the form is missing, improperly filled out, or not signed by a parent or legal guardian, the Cadet is absolutely not eligible to participate in LTC. Send the form with the general student packet to the LTC S1, or the student can hand-carry it (not recommended). (This is especially important for the MJs where the highest potential exists for this population.)

(5) DD 2492, Medical History and DA 3425R, Medical Fitness Statement (must have both). The student must take both of these forms to their provider for their sports physical prior to arrival. The student must have both forms filled out and signed if they don't have an approved DoDMERB physical that can be verified through the system, or if the DoDMERB physical is incomplete. The signing authority is a physician (co-signature of a physician must accompany the signature of a PA or NP) in order for the physical to be valid as a "Safe-to-Train" physical. Send the forms with the general packet to the LTC S1, or the student can hand-carry them (not recommended).

n. Provide accurate stay-behind rosters. It is imperative that stay-behind rosters include after-duty hours contact information for all personnel remaining on campus (cell and home phone). Please ensure that this roster has been forwarded to your Brigade, who in turn will consolidate and forward to Region LNO. During weekends this info becomes critical to our properly taking care of your Cadets.

o. Visitors. Cadre visitors need to coordinate through the Visitors Bureau and Commandant's office to see Cadets. PMS and other cadre visits should be on Cadet days off or during established PMS visit periods.

p. Cadre and Civilian Packing List. All ROTC cadre (STOs not included) are to bring their own TA-50 (minimum of pistol belt, suspenders, one canteen, one canteen cover, canteen cup, one ammo pouch, Kevlar, Kevlar cover, head band). STOs will draw their military equipment from CIF IAW Appendix L, CC Cir 145-4.

q. Cadre, especially those cadre who will be part of the FTX committee, need to be familiar with FM 7-8; specifically, battle drills 1-5. Secondly, if time allows, spend some time with your LTC Cadets on those portions of FM 7-8 that will help them this summer.

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r. Unless coordinated and approved in advance, all cadre are to report on the day the TDA reflects. If you report earlier than your report date, you will only be reimbursed the number of days reflected on the TDA; anything additional will be your responsibility.

s. Help Desk 1-800 Phone Number. Beginning 31 May, 0830-1800, a help desk with an established toll free number (1-800-437-5857) will be operational in the LTC TOC. It will be operational for 24 hours starting 5 Jun 06. The purpose of the help desk will be to answer questions Cadets or their family members may have regarding LTC. It will not be used as a message center.

t. Required Vehicle Certification Training. All cadre and 2LTs coming to Ft Knox for LTC must view and complete the required Ft. Knox safety training on driving 15 passenger vans. If you think you will be driving a Gator, you will have to view the safety training for this vehicle also. It is required that you complete this training prior to reporting to LTC. Training can be completed by going to the Eastern Region website, ([http://www.usaac.army.mil/acce/ltc\\_training.htm](http://www.usaac.army.mil/acce/ltc_training.htm)), and clicking on the appropriate training events. For the 15 passenger van training, you need to take the test, print a certificate, and bring the certificate with you to LTC to verify completion of the training.

4. My point of contact for this document is Major Keith Gramig, LTC Branch Chief, at 502-624-3071 or email: [keith.gramig2@usacc.army.mil](mailto:keith.gramig2@usacc.army.mil).

"Train to Lead; We Commission!"

  
ROBERT J. FRUSHA  
COL, IN  
Commanding